



**CIVILIAN
PERSONNEL
ADVISORY
CENTER**

Partners in Service, Helping Leaders Meet the Mission

Fort Leonard Wood, Missouri

23 December, 2008

Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at either the General Leonard Wood Army Community Hospital (GLWACH) or at one of Dental Clinics for the following occupations: Community Hospital or at one of the Dental Clinics for any of the following occupations:



- Chiropractor, GS-0601
- Physician, GS-0602
- Physician Assistant, GS-0603
- Registered Nurse, GS-0610
- Licensed Practical Nurse, GS-0620
- Nursing Assistant, GS-0621
- Pharmacist, GS-0660
- Optometrist, GS-0662
- Audiologist/Speech Pathologist, GS-0665
- Podiatrist, GS-0668
- Dentist, GS-0680
- Dental Assistant, GS-0681
- Dental Hygienist, GS-0682
- Dental Laboratory Technician, GS-0683
- Psychologist, GS-0180
- Psychology Technician, GS-0181
- Social Worker, GS-0185
- Social Services Assistant, GS-0186
- Dietitian/Nutritionist, GS-0630
- Occupational Therapist, GS-0631
- Physical Therapist, GS-0633
- Respiratory Therapist, GS-0651
- Orthotist/Prosthetist, GS-0667
- Industrial Hygienist, GS-0690
- Rehabilitation Therapists GS-647

To receive consideration, provide copies of your complete resume, college transcripts, and license to: Civilian Personnel Advisory Center

**140 Replacement Ave., Bldg #470
ATTN: Jay Adams, Suite #2205
Fort Leonard Wood, MO 65473-8935**

NOTE: DHA cannot be used for reinstatement eligibles or current permanent, Federal employees.

Phone: 573-596-0927

PRE-EMPLOYMENT REVIEW – HEALTH CARE PROVIDERS

1. The Civilian Personnel Advisory Center and the Commander of the General Leonard Wood Army Community Hospital share the responsibility for pre-employment verification/validation of appointees to health care provider positions. A firm offer of employment cannot be made until this occurs.
2. To immediately proceed with the above process, should you be selected for a position, have copies of the following documents notarized and mail to:
 - a. Qualifying Education
 - (1) Official Transcript
 - (2) Diploma
 - (3) Resume
 - b. License, Registration or Certification (as applicable).
 - c. Certification of completed continuing education.
 - d. Will be required to obtain and maintain a (Basic Life Support) BLS card.
 - (1) CPR for Healthcare Providers issued by American Heart Association;
 - (2) CPR/AED for the professional Rescuer issued by the American Red Cross;
 - e. Educational Council for foreign Medical Graduates, Certificate for physicians trained outside the United States and Canada (if applicable).
3. Complete and return the attached Health Care Professionals Information Form.
4. Obtain at least two letters of recommendations from appropriate sources in a, b, or c below. The letters of recommendation should be addressed and mailed by the preparer to the Civilian Personnel Advisory Center, address as in paragraph 2 above.
 - a. A letter from either the Chief of Staff of the hospital, the hospital or clinic administrator or professional supervisory or department head.
 - b. A letter from the director or a faculty member of your training program. This is required if you have been in a training program within the last five years, and/or
 - c. A letter from a health care provider (in your discipline) who is in a position to evaluate your professional standing, character, and ability (e.g. a peer, supervisor, president, or secretary of a local professional society, etc.). A letter from the peer and professional association/society assessment is mandatory if you are self-employed.

For Assistance:
Phone: 573-596-0927
Attn: Jay Adams

Health Care Professionals Information Form

Name: _____ Position Applying For: _____

Phone: _____

Email: _____

Areas of Specialty or other Considerations:

Please check all you are willing to accept:

Full Time: _____ Permanent: _____ Part Time: _____ Days: _____ Nights: _____

Temporary: 7-12 months: _____ 1-6 months: _____ Holidays: _____ Weekends: _____

Rotating Shifts: _____ Intermittent: _____ Term: 1-4 years _____

Please complete this form and return with a copy of your resume and the items listed in the attached Pre-Employment Review – Health Care Providers sheet to:

Civilian Personnel Advisory Center
ATTN: Jay Adams
Bldg #470, Suite #2205
140 Replacement Avenue
Fort Leonard Wood, MO 65473